



Natural Resources Conservation Service  
655 Parfet Street, Room E200C  
Lakewood, Colorado 80215

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## VIA ELECTRONIC MAIL

**COLORADO BULLETIN NO.:** CO-330-06-01

December 2, 2005

**SUBJECT:** MGT – Natural Resources Conservation Service (NRCS) Calendar

**TO:** All Employees

**PURPOSE:** To provide information on NRCS Calendar.

**EXPIRATION DATE:** September 30, 2006

Colorado NRCS will use the calendar available in my.NRCS as the official schedule for all meetings, training sessions, teleconferences, program rollouts, signups, and deadlines statewide. To request a posting of an activity on the calendar, the attached "Calendar Event Request Form" must be completed and submitted at least 30 days prior to the activity or event.

Follow these steps in the completion of the form.

- 1) Enable macros when opening the form.
- 2) Complete all fields on the form. Required fields are marked with an asterisk\*.
- 3) In the event type field, click on the dropdown arrow to display the event list to select an entry.
- 4) After inputting your information, click the submit button to email the form to Deborah Kanatzar, Rochelle Wimberly and Debra Molinaro.
- 5) After clicking on the submit button, a Microsoft Office Outlook box will appear. Click "Yes" to submit form.

Principal staff and Area Conservationists should encourage the use of this calendar by all staff.

Please contact Randy Randall, Assistant State Conservationist for Operations, if you have questions.

A handwritten signature in dark ink, appearing to read "Allen Green", is written over a light gray rectangular background.

ALLEN GREEN  
State Conservationist

Attachment

DIST: E